



AP Coordinator Tutorial

# **After the Exams**

Completing Paperwork;  
Returning Exams;  
Getting Scores

# Documenting Fee Reductions

**Step One:** Fill in the appropriate fee reduction circle on the student's answer sheet in the "School Use Only" section:

- Option 1: Low-Income Students (who meet low income family guidelines for College Board, federal, and state fee reductions)
- Option 2: Non-Low-Income Eligible Students (eligible for subsidies based on state criteria other than the College Board fee reduction policy)

| SCHOOL USE ONLY                     |                           |
|-------------------------------------|---------------------------|
| Section Number                      | Fee Reduction Granted     |
| (1) (2) (3) (4) (5) (6) (7) (8) (9) | (1) Option 1 (2) Option 2 |



Only needs to be done once, regardless of the number of exams a student takes.

**Step Two:** Enter the number of AP Exams qualifying for fee reductions when you calculate your total amount due online.

► **More information** is on page 66 of the *2016-17 AP Coordinator's Manual*.

# Designating Section Numbers

- If your school has AP teachers with multiple class sections of multiple teachers teaching the same AP subject:
  - Assign each section/teacher a number (1-9) and designate this on students' answer sheets under "School Use Only."
  - Your school and your teachers will receive score reports tailored to each section (very useful). This feature also helps your school control which teachers see which students' scores.
  - Be sure to inform teachers of their designated section numbers.



| SCHOOL USE ONLY                     |                           |
|-------------------------------------|---------------------------|
| Section Number                      | Fee Reduction Granted     |
| (1) (2) (3) (4) (5) (6) (7) (8) (9) | (1) Option 1 (2) Option 2 |

## ► More Information:

- Instructions for designating section numbers are on page 66 of the *AP Coordinator's Manual*.
- Information about viewing score reports by section is at [www.collegeboard.org/apsections](http://www.collegeboard.org/apsections).

# Returning Exam Materials

- All materials containing exam content (e.g., exam booklets, the orange booklets included with some of the exams, exams on CD, master CDs) must be returned.
- Exam materials must be repacked in the special carton(s) in which they were received.
- Coordinators must upload and submit the recorded spoken responses to the AP Music Theory Exam and AP world language and culture Exams no later than the close of the next business day after your school's last scheduled AP Exam of a particular administration period (i.e. regular or late).

# Returning Exam Materials: Packing List

## Packing List:

- Documents exams in your return exam shipments
- Create packing list at [www.collegeboard.org/school](http://www.collegeboard.org/school) (exam ordering site)
- Must be submitted electronically for each shipment
- Hard copy also must be included in the shipment

| Regularly-Scheduled Exam Shipment |               |         |         |                                |                                |                                |                                |                                |                     |
|-----------------------------------|---------------|---------|---------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------|
|                                   |               |         |         | Used Materials                 |                                |                                |                                |                                |                     |
| Exam Code                         | Exam Title    | Ordered | Shipped | Answer Sheets                  | Free-Response Booklets         | Multiple-Choice Booklets       | Orange Booklets                | Unused Exams                   | Returned CDs/ Tapes |
| 13                                | Art History   | 100     | 0       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |                     |
| 93                                | World History | 100     | 0       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |                     |
| <b>Total</b>                      |               | 200     | 0       | 0                              | 0                              | 0                              | 0                              | 0                              | 0                   |

  

**Discrepant Quantities**

If the number of used and unused exams is not equal to the total number of exams received, you need to describe the reason for the discrepancy below.

| Exam Code/Title                             | Quantity                       | Reason for Discrepancy                             |
|---|--------------------------------|--|
| <input type="text" value="13 Art History"/> | <input type="text" value="0"/> | <input type="text" value="Shipping Shortage (-)"/> |

- ✓ **Best Practice:** Print out a blank packing slip before the administration, and fill it out as you complete each exam. This makes completing the final packing list online a simple matter of data entry.

# Returning Exam Materials

- Exams must be packed and returned within one business day of your last exam for that administration (regular or alternate).
  - If you administer Friday exams, you may return your exams on the Monday following that exam.
- Split shipment: Return exams after the first and second week of testing.
- Schools will be billed twice the fee for each exam in shipments received after June 1.
- ▶ **More information** is on pages 67–71 of the *AP Coordinator's Manual*:
  - Instructions for packing, sealing, and labeling cartons
  - How to create a Packing List
  - What to pack; what not to pack
  - Special instructions for Studio Art exams and exams for students with disabilities

# Generating Your Invoice

- After mailing your return shipment(s), you must generate and submit your invoice online on the exam ordering site ([www.collegeboard.org/school](http://www.collegeboard.org/school)).
    - Have Packing List(s) and information on hand about the number of exams with fee reductions.
  - Mail a hard copy of your invoice with your payment.
  - Invoices with payment must be postmarked no later than June 15 (\$225 late fee).
    - Failure to return invoice with payment will result in inaccurate crediting of fee reductions and, potentially, the inability to order exams in future years.
- **Complete instructions** are on page 71 of the *AP Coordinator's Manual*.

# Score Reporting

- AP score reports are available online in July to colleges, students, schools, and districts.
  - Students log in to [apscore.org](https://apscore.org) using their College Board account username and password. They must enter their AP number or student identifier (Student ID number) to access their scores.
  - For schools and districts, score reports are provided online at [scores.collegeboard.org](https://scores.collegeboard.org).
- **More information:**
- See pages 72–74 of the *AP Coordinator's Manual*.
  - Samples of the score reports and tips for using the online system are in the Online Score Reports PDF, downloadable at [www.collegeboard.org/apcoordinator tutorial](https://www.collegeboard.org/apcoordinator tutorial).



# Tell Us What You Think!

- ▶ When you're done with the exam administration, send suggestions and comments to AP using the online form at [www.collegeboard.org/apcoordinatorcomment](http://www.collegeboard.org/apcoordinatorcomment).
- You can submit comments anytime.
- We encourage you to send us your **best practices** for planning and administering AP Exams, for possible inclusion in next year's *AP Coordinator's Manual*.

# End of “After the Exams”

Also available at [www.collegeboard.org/apcoordinatorstutorial](http://www.collegeboard.org/apcoordinatorstutorial):

▶ Other tutorial sections:

- The Basics
- Getting Started
- Ordering
- Preparing for the Exams
- On Exam Day
- Exams Requiring Special Preparation
- What’s New?

▶ Links and downloads